

Physical Address:
Community Center
1000 Kentucky Street
Fairfield, California

FAIRFIELD COMMUNITY RESOURCES DEPARTMENT
APPLICATION FOR USE OF THE NEIGHBORHOOD CENTERS
(707) 428-7435, Facsimile (707) 428-7437

RC#: _____
Mailing Address:
Community Center
1000 Webster Street
Fairfield, California 94533-4883

Laurel Creek, 2980 Gulf Drive

Western Health Advantage, 3305 Cherry Hills Court

Mankas Park, 2800 Owens Drive

PLEASE READ REVERSE SIDE CAREFULLY BEFORE COMPLETING

1. Name of Group: _____ Non-profit organization? _____
2. Name of Applicant: _____
Home Phone: _____ Work Phone: _____
3. Address: _____ City, State, Zip Code: _____
4. Designated Person in Charge: _____
5. Home Phone: _____ Work Phone: _____
Cell Phone: _____ **E-Mail:** _____
6. Center Requested: ☐ Laurel Creek ☐ Mankas Park ☐ Western Health Advantage
7. Use Date (M/D/YY): _____ Hours from: _____ m. to _____ m. Total hours: _____
8. Day of the week: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday
9. Type of activity: _____ **Estimated Attendance:** _____
10. Name or title of activity: _____
12. Admission charge or other form of fees collected? _____ Will a commercial caterer be used? _____
13. Name of Caterer: _____ Caterer's Phone: _____
14. Equipment Rental Agency: _____ Phone: _____

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT FOR COMMUNITY SERVICES FACILITIES:

In consideration for the acceptance for use of the above facilities, applicant hereby agrees to **defend, indemnify, and hold harmless** the City of Fairfield and its agents, officers, employees, and volunteers, against any and all claims, demands, damages, costs and expenses, including attorneys fees, actions or liability whatsoever directly or indirectly arising out or resulting in any way from the occupancy or use of the facility by Applicant and/or Applicant's invitees. Applicant certifies that applicant is authorized to act on behalf of and bind applicant's organization to the terms of this indemnification and hold harmless agreement.

Date: _____ Signature: _____
Authorized Agent or Applicant

Applicant further certifies that applicant shall accept responsibility on behalf of applicant and/or applicant's organization for any damage or theft sustained by the City (premises, furniture, or equipment) because of the occupancy and use of said premises by applicant or applicant's organization.

Date: _____ Signature: _____
Authorized Agent or Applicant

Applicant has read and understands the rules and regulations as stated on the reverse side of this application and agrees to abide by these policies and procedures. Applicant agrees to pay the Facility Use Fees, if any, as set forth in the Facility Use Fee Schedule. Applicant understands that these fees are generally adjusted annually and are not guaranteed.

Date: _____ Signature: _____
Authorized Agent or Applicant

FOR COMMUNITY RESOURCES DEPARTMENT ONLY

Date Received: _____	By: _____	Approved by: _____	<input type="checkbox"/> Community Resources Dept
Security Required: _____	Number of Officers: _____	Notified: _____	<input type="checkbox"/> City Dept:
ABC License Required: _____	Due on file by: _____	Received: _____	<input type="checkbox"/> School District
Insurance Required: _____	Due on file by: _____	Received: _____	<input type="checkbox"/> Cosponsored
Comments: _____			<input type="checkbox"/> Nonprofit/Other Government
			<input type="checkbox"/> Public
Rental Fees: \$ _____	Estimated Fees: \$ _____		<input type="checkbox"/> Commercial
Cleaning / Damage Deposit: \$ _____			<input type="checkbox"/> Private
Total Deposit: \$ _____	Receipt Number: _____		
Adjustment: \$ _____	Receipt Number: _____		<input type="checkbox"/> Park Rental
Adjustments: \$ _____	Receipt Number: _____		
Final Payment: \$ _____	Receipt Number: _____		<input type="checkbox"/> Multi-date User

Distribution: White-Community Center

Canary-Applicant

GENERAL RULES FOR PUBLIC USE OF THE NEIGHBORHOOD CENTERS

Recreation buildings and facilities under jurisdiction of the City of Fairfield are primarily for recreational use. The following Rules and procedures are for facility reservations and use. This is a summary of the Neighborhood Center Rules and Regulations and **should not** be construed as complete. Copies of the Rules and Regulations are available at the Fairfield Community Center (Community Center).

1. **RESERVATIONS:** Can be made by facsimile (24 hours a day, 7 days a week), by appointment, or in person during Community Center business office hours 9:00 a.m. to 4:30 p.m., Monday through Friday by residents or nonresidents who are adults (18 years of age or older). **NO RESERVATIONS CAN BE MADE OVER THE PHONE.** Telephone inquiries as to available dates **should not** be considered as confirmed reservations. An application for use of the Neighborhood Center must be submitted and approved by the Community Resources Manager or his/her designee at least **twenty-one (21) days** prior to the date of usage. Reservations cannot be accepted if there are outstanding bills from previous use.

Rental of facilities may be made up to one year in advance. A separate reservation form must be filled out for each event. If an event includes two consecutive dates, one form will suffice. If, however, various events are being applied for, each event requires a separate form.

2. **FEES and DEPOSITS:** We will require fees and deposits before approval of application. **(THE FAIRFIELD CITY COUNCIL ESTABLISHES THE FEES, WHICH ARE NOT GUARANTEED, AND ARE SUBJECT TO REVISION AT ANY TIME.)**

FEES: Fees and/or deposits can be paid by VISA, MasterCard, Check, or Cash and must be paid prior to approval of facility use. Fifty percent (50%) of total fees plus cleaning/damage deposit are due at time of booking. Rental fee balances will be due and payable 60 days prior to the event. All groups renting within 60 days of event will pay full fees and deposits at time of booking. Checks should be made payable to City of Fairfield **(Out of state checks are not accepted).**

SECURITY DEPOSIT: For rentals of the Neighborhood Centers, a security deposit is required at the time of reservation in addition to the room rental fees. The Security deposit may be waived for nonprofit and public agencies for uses such as meetings, which require little or no clean up.

SECURITY DEPOSIT REFUNDS: The refundable security deposit will not be processed until all cleaning and damage costs have been determined by Community Center staff. Excessive cleaning or damage costs or extended facility use may result in additional charges. Refunds normally take 2-3 weeks for processing.

3. **SETUP:** If additional rental time is needed for setup, the Facilities Coordinator must be notified **ten (10)** days prior to the event and the regular hourly room rate will be charged for hours immediately prior to the event, as availability allows. **ten (10)** days prior to the event a completed setup diagram outlining the proposed setup and equipment must be submitted to the Fairfield Community Center. Failure to submit a diagram or information for setup **ten (10)** days prior to the event automatically transfers responsibility for setup to the user.
4. **DECORATIONS:** All decorations must be fireproof or of fire-retardant materials and must not cover or obstruct exits. Cellophane adhesives, nails, screws, staples, etc., in walls, woodwork or on windows are prohibited. Only **masking tape** is permitted for installing decorations. A minimum penalty of \$50.00 will be deducted from renter's deposit for not adhering to this regulation.
5. **TECHNICAL REQUIREMENTS:** The use of any devices such as firearms, live explosives, and lasers require prior notice and written approval from the Fire Department. Open flames (including hand held candles) of any sort are strictly prohibited, unless prior notice and written approval has been given by the Fire Department and cleared through the Facilities staff.
6. **EQUIPMENT USE:** Special equipment use (i.e., microphones, projectors, extension cords, etc.) requires additional payment and must **be returned** upon completion of the event. If equipment is not returned, or lost, user will be charged full value for said equipment.
7. **CLEAN UP:** The group is responsible for clearing and cleaning the tables and putting trash into trash receptacles; taking down and disposing of decorations; clearing and cleaning the kitchen area, etc. All items brought into this building are expected to be removed immediately upon completion of the event. **Neither the Neighborhood Center nor the Community Center will be responsible for equipment or supplies left in the building.**
8. **CANCELLATIONS:** There is a \$27.00 charge for cancellations or rescheduling 60 days in advance of event date. One-half the total rental fee will be forfeited for cancellations or rescheduling within 60 days of the event date. Failure to pay rental balance within **twenty-one (21)** working days of the scheduled event will result in forfeiture of the deposit and fees paid and will result in the cancellation of the event. In order to process refunds, a cancellation form must be submitted in person to the Community Center during regular office hours.
9. **LIABILITY INSURANCE:** You must provide us with a certificate of insurance with "General Liability" coverage in the minimum amount of \$1,000,000 and list the "City of Fairfield, its officers, employees, and agents are named as additional insured." The insurance agent or agency must complete and sign a City of Fairfield Endorsement Form.

Neighborhood Center Hours

A. Business Office Hours at the Fairfield Community Center for Reservations at the Neighborhood Centers:

Monday through Friday 9:00 a.m. to 4:30 p.m.

Additional reservation times can be arranged by appointment.

Call (707) 428-7435

B. Rooms are available for use:

Monday through Friday 6:00 p.m. to 10:00 p.m.

Saturday and Sunday 8:00 a.m. to 8:00 p.m.

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